



Job Title	Parks, Recreation, and Cultural Services Director	FLSA Status	Exempt
Band	SMG	Probationary Period	12 Months
Zone	3	Job Code	19665

Class Specification - Parks, Recreation, and Cultural Services Director

Summary Statement:

The purpose of this position is to manage the operations of the Parks, Recreation and Cultural Services (PRCS) department by establishing and implementing the department policies and procedures. Creates strategic plans for the goals and objectives of the departments in alignment with the City's overall plan. Research, develop, and administer new service delivery methods, trends, and emergency response plans. Work with City Council and Parks Advisory Board to support the Mayor and Chief of Staff with information to assist in formulating significant policy decisions.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

60%

Plans, directs, and manages the operations of the PRCS department staff to establish appropriate service delivery methods and procedures by communicating priorities and strategic plans; allocates funds and personnel resources in compliance with all grants, local, state, and federal laws; presents reports to the Mayor, Chief of Staff, and other departments as needed; reviews, develops, manages, and maintains National Accreditation; and develops and implements acquisitions, RFP's and procurement related work with Real Estate, Contracting, and City Attorney.

25%

Conducts meetings with the City Officials to gather input and priorities; evaluates and analyzes the items for completion; and develops and provides annual report on department's progress.

15%

Represents the department to other groups, elected officials, internal and external agencies by attending and participating in meetings, task forces, and committees to develop strong working relationships; develops agenda items and writes reports as requires by City Code for presentation and approval by City Council; and communicates with the media to provide department information.



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Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in public administration, parks and recreation administration, business administration, or a related field.

Experience: Seven years of full-time responsible professional parks and recreation program administration experience including three years of management and administrative responsibility or equivalent experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: August 2014